

SIGN APPLICATION FORM

Submittal requirements: Submit this form (fully completed) with 2 sets of: 1) site plan showing applicable building/tenant frontage, exact location of all existing and new signs, 2) elevation of the building face or structure showing the exact location of signs, 3) sign drawing showing the materials, letter style, and exact dimensions of the sign, and 4) photograph of building frontage on which sign is to be affixed. See page 2 for example of submittal.

Location of project (address) _____ Assessors Parcel # _____

Name of Project _____

Applicant/Contact _____ Phone (daytime) _____

Applicant's Address _____

Property Owner _____ Phone (daytime) _____

Property Owner's Address _____

SIGN INFORMATION

_____ Temporary _____ Permanent Total sq. ft. proposed _____
Number of wall signs requested _____ Number of wall signs existing _____ Total sq. ft. existing _____
Number of freestanding signs requested _____ Number of freestanding signs existing _____ Total sq. ft. existing _____
Are any of the existing signs going to remain? _____ Yes _____ No Which? _____

Type of Sign

(wall, freestanding, etc.) Description

Illumination

_____	Height _____ Length _____ Sq. ft. _____	_____ Yes
	Material: Background _____ Letters _____	_____ No
	Color: Background _____ Letters _____	
_____	Height _____ Length _____ Sq. ft. _____	_____ Yes
	Material: Background _____ Letters _____	_____ No
	Color: Background _____ Letters _____	
_____	Height _____ Length _____ Sq. ft. _____	_____ Yes
	Material: Background _____ Letters _____	_____ No
	Color: Background _____ Letters _____	

I declare under penalty of perjury that I am the owner, lessee or contractor for the property involved in this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

Received by _____ Date _____ Fees received _____
Application # _____ Approved by _____ Date _____ Receipt # _____

Conditions

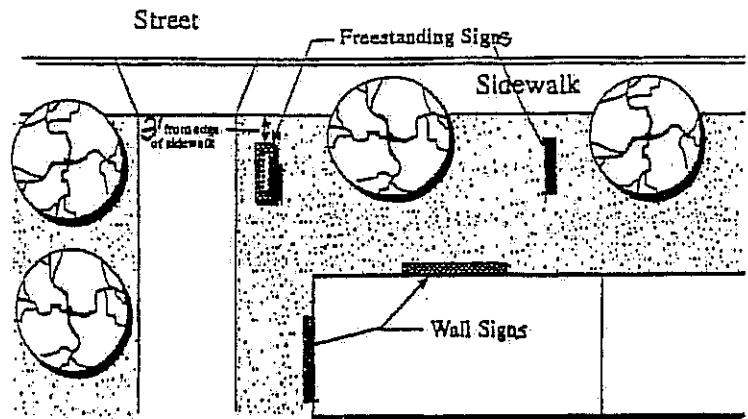
1) Building or Electrical Permit is required Yes _____ No _____

2) Temporary Signage Valid Dates: From: _____ To: _____

GUIDE FOR COMPLETING SIGN APPLICATION

APPLICATION PROCESS

1. Complete the application form.
2. Submit 2 sets of plans. See examples on this page.
3. Submit fee in the amount of \$93.00. (check with planner)
4. Submit above items as one package.
5. City will approve or deny application with or without conditions.
6. Sign approvals may require separate Building Division approval, and may need separate fee and construction drawings. Check with the Building Division (625-5120).
7. Signs located in the Downtown area require Planning Commission approval.



SITE PLAN

Freestanding sign must show location and accurate setback dimensions.

SIGN INFORMATION

☐ Temporary ☒ Permanent Total sq. ft. proposed 20 sq. ft.
 Number of wall signs requested 1 Number of wall signs existing 0 Total sq. ft. existing 0
 Number of freestanding signs requested Number of freestanding signs existing Total sq. ft. existing
 Are any of the existing signs going to remain? Yes ☒ No Which? N/A

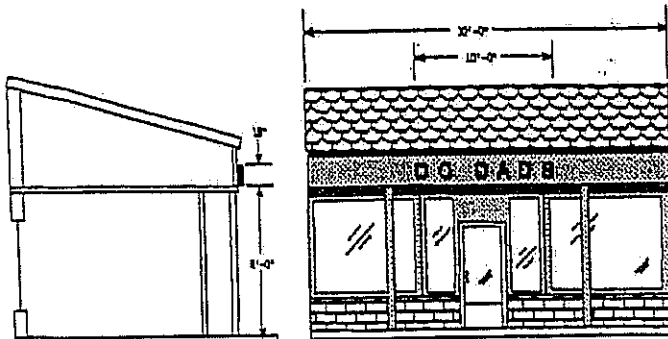
Type of Sign

(wall, freestanding, etc.)

Description

Illumination

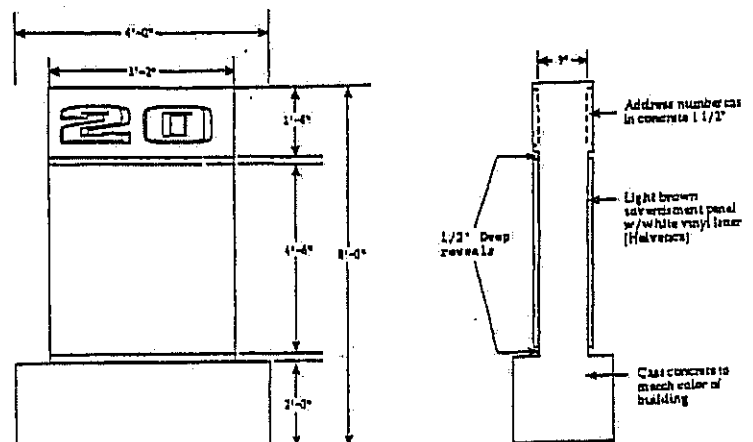
<u>Wall</u>	Height <u>18"</u> Length <u>10'</u>	Sq. ft. <u>15</u>	<input checked="" type="checkbox"/> Yes
	Material: Background <u>stucco</u>	Letters <u>plexi</u>	<input type="checkbox"/> No
	Color: Background <u>white</u>	Letters <u>red</u>	
<u>Freestanding</u>	Height <u>8'</u> Length <u>3'2"</u>	Sq. ft. <u>24</u>	<input type="checkbox"/> Yes
	Material: Background <u>stucco</u>	Letters <u>brass</u>	<input checked="" type="checkbox"/> No
	Color: Background <u>cream</u>	Letters <u>shiny gold</u>	



Tenant Frontage

ELEVATION

(Include one set of current photographs of all visible sides of business, including from street)



DETAILED ELEVATION